



University of Houston

Questions for Property Management

Topics

- Off-Campus Equipment
- How to change the Property Custodian?
- How to get an employee enrolled in Property Custodian Training?
- Common misconception in selecting accounts
- State Controlled vs. Capital Asset Account Codes
- Property Management Contacts

Off-Campus Equipment Form PRP-2

- **Off-Campus Property - If the equipment is damaged, lost, or stolen whether it is their fault or not, can the employee's paycheck be withheld?**
 - Deductions or withhold from an employee's salary for damage to or destruction of the university's property would violate the Fair Labor Standard Act's **salary-basic requirement**. Link to Property Management's policy on Missing, Damaged, or Stolen Property: [MISSING, DAMAGED, OR STOLEN PROPERTY](#)
 -
- **Can the department allow the terminated employee to keep the laptop currently assigned to them, and have access to UH resources for up to one year after their termination date?**
 - Non-UH employee are not allowed to check out any of the equipment, they cannot keep the current equipment that was assigned to them prior to their termination date.
- **Can the department request a short-term storage for their equipment or furniture at the Property Management Warehouse?**
 - Property Management does not provide short-term storage in module 5 inside of the complex due to past request not being met.

Change of Property Custodian

- What would I need to do in order to change the Property Custodian for my department?
 - Submit the PRP-6 B whenever there is a change of Property Custodian during the year.
 - PRP-6B form available at <https://www.uh.edu/office-of-finance/accounting-services/property-management/forms/prp-6b.pdf>

Print Form

University of Houston **Property Management**

PRP-6B CHANGE OF PROPERTY CUSTODIAN

THIS FORM TO BE COMPLETED AND RETURNED TO PROPERTY MANAGEMENT WHENEVER THERE IS A CHANGE OF PROPERTY CUSTODIAN. (PRP/MGT 0905, 713-743-8758)

FROM DEPARTMENT/UNIT: _____

The Designated Departmental Property Custodian for Fiscal Year _____ has been changed,

From: _____
(type name of former Property Custodian)

To: _____
(type name of new Property Custodian)

As Property Custodian, I am aware of my responsibility for the proper management and control of university property, and should ensure that:

- capital equipment received (by means other than purchase) is reported to Property Management on forms PRP- 1A,
- property is used for university purposes only,
- property is not loaned, traded, discarded, moved or cannibalized without approval of Property Management,
- property is not defaced or damaged in any way,
- property is not returned to a vendor as a trade-in without approval of Property Management,
- obsolete and excess property is turned in to Property Management for disposal,
- equipment is used for its intended purpose by properly trained personnel, and
- property within the department is tagged and listed in the Departmental Inventory of Physical Property.

Assignment of responsibility for university property to another individual is documented as prescribed by policy.
(All items located off-campus should be assigned to the individual requesting assignment on the off-campus authorization form.)

I understand that, in accordance with State of Texas property management policy, I may be held financially liable for loss or damage to university property under my control if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care in safeguarding, maintaining, or servicing that property.

Property Custodian Employee ID

Mail Code of Property Custodian

Signature of Property Custodian

Signature of Division/College Business Administrator

FORM PRP-6B **4**

Enroll Employee for Property Custodian Training

- What do I need to do in order to get an employee (current employee and/or new employee) enrolled in Property Custodian training?
 - Department to submit UHS Finance Access Form to finsys@central.uh.edu
 - UHS Finance System Access form is available at https://uh.edu/finance/Forms/Access_Request/Fin_System/UHS_Finance_Access_Form.pdf
 - Property Management department provides each year listing of employees to be enrolled for the mandatory training to Human Resources and College/Division Administrators.
 - Property Management on-line training is available via T.A.P Employee Online Training

Common Misconceptions in Selecting Accounts for Assets

Account Code	Description	Threshold
58601	Golf Cart	\$5000 or >
54361	Camera	<\$500
54358	Computer/IPad	< \$500
53503	Leased Copy Machine	

Tips to help in account selection –

- When determining whether to use a capital or controlled account, it is the unit costs that determines whether the item meets the threshold. If the pricing was for multiple units, divide the total price by the number of units.
- Computer equipment can be capital or controlled, computer accessories are always non-controlled or expensed.

State Controlled vs. Capital Assets Accounts

Account	Brief Description of Account Codes	Threshold (per unit)	State Controlled	Capitalized
*State Controlled Equipment \$500.00 - \$4,999.99 per unit				
54354	Firearms (all) Hand Guns, Rifles, Shotguns, etc.,	\$0	X	
54354	Stereo System, cameras, video cameras, video recorder/laserdisk players, emcorders, TV, VCRs, TV- VCR combinations, Video cassette recorders, Data Projectors, Unmanned Aerial Vehicle (UAV) Drones with TVs, Cameras, Camcorders, VCRs, Stereo Systems, Data Projectors with useful life of 1 year or more	\$500 to \$4,999.99	X	
54355	Desktop, Laptop, Handheld computers, Ipad, Smartphones, Tablets, and Other Handheld Devices with useful life of 1 year or more	\$500 to \$4,999.99	X	
Capitalized Equipment (with useful life 1 year or more)				
58600	Motor Vehicles	\$5000 or greater		X
58601	Furnishings/Equipment \$5,000 (includes golf cart)	\$5000 or greater		X
58602	Computer Equipment \$5,000	\$5000 or greater		X
58603	Telecom Equipment \$5,000	\$5000 or greater		X
58604	Software \$100,000	\$100,000 or greater		X
58605	Fabricated Equipment (component parts, materials) total \$5,000	\$5000 or greater		X
58607	Boats/Marine Equipment	\$5000 or greater		X
58610	Computer Operating Systems	\$100,000 or greater		X
58611	Database Software	\$100,000 or greater		X
58615	Aircraft, Airplases, Drones	\$5000 or greater		X
Capitalized at Any Cost				
58606	Sculpture, Painting, Other Fine Art with useful life 1 year or more			Contact Property Management
58900	LIBRARY USE ONLY- Books permanently retained			Library Use Only
58901	LIBRARY USE ONLY- Journals, Serials, and Other Periodicals permanently retained			Library Use Only
58902	LIBRARY USE ONLY- Binding and Prep Cost for permanently retained publications			Library Use Only
58903	LIBRARY USE ONLY- Film or Microfilm Library			Library Use Only
58904	LIBRARY USE ONLY- Electronic Library			Library Use Only

Property Management Contact Listing

- Minhthu Pham – Property Manager
Phone: 713-743-8757
Email: Mpham@Central.UH.Edu
- Victor Wongchukit – Assistant Property Manager
Phone: 713-743-8758
Email: Vwongchukit@Central.UH.Edu
- Langston Royster – Accountant II
Phone: 713-743-8760
Email: LFRoyster@Central.UH.edu
- Raymon Matthews – Coordinator
Phone: 713-743-8759
Email: Rmatthews@Central.UH.edu
- Michelle Nguyen – Accountant II
Phone: 713-743-8749
Email: mpnguye@uh.edu